



Talofoto Elementary School Re-Entry Plan

John Wesolowski – Principal

Hafa A dai Parents/Guardians and Students!

Talofof Elementary School (TALES) is committed to educating our students in a safe and healthy environment for them, employees, and stakeholders. This is a trying time for our island, and we need to make adjustments to how we educate our students while maintaining Centers of Disease Control guidelines for social/physical distancing due to the COVID-19.

To reduce the possibility of the COVID-19 virus coming on campus, we will limit people on campus to students, employees, service providers, and contractual employees performing their tasks. Parents/Guardians and other visitors will be serviced at the main office. Visitors are required to keep 6 feet apart at all times.

This handbook is provided to you with essential information that you will need to help us accomplish our mission. Because information is constantly changing, this handbook provides the building blocks that may be updated as new guidance from the Centers for Disease Control, Department of Public Health and Social Services, Governor's Executive Orders, and other entities are provided.

I thank you for your support and understanding as we move forth in educating your child.

Sincerely,

John Wesolowski
Principal, Talofof Elementary School.

Talofof Elementary School community prepares all students to be lifelong learners, by educating and nurturing the whole child, and empowering each student with the skills to succeed.

“A novel coronavirus is a new coronavirus that had not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the [coronaviruses that commonly circulate among humans](#) and cause mild illness, like the common cold.

A diagnosis with coronavirus 229E, NL63, OC43, or HKU1 is not the same as a COVID-19 diagnosis. Patients with COVID-19 will be evaluated and cared for differently than patients with common coronavirus diagnosis.”

From website at:

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics> May 27, 2020.

How do we prevent the spread of the virus?

We use the guideline from the Centers of Disease Control for social distancing, disinfecting, and other protective measures.

What are changes in school policies in light of Centers of Disease Control (CDC) guidelines and the Governor’s Executive Order for social distancing?

Masks are mandatory while on campus. We will be practicing social distancing by keeping 6 feet distance using markers along the hallways and 36 square feet markings in the classroom. Disinfecting daily will follow CDC guidance and protocol.

Point of entry will be limited to the main office of the school. Sodexo will be allowed to enter the back gate for food delivery and will be screened at the food preparation site, Inarajan Middle School.

Other employees, contractual service employees, GDOE employees providing services and students will be allowed on campus and will be screened at point of entry, Front Entrance.

Parents/Guardians and other visitors will not be allowed on campus outside of the main office. All services normally handled at the main office. Parent/Guardian meetings will be by appointment only to address any concerns. Meeting size will be limited by room capacity and pandemic safety guidelines.

To minimize exposure to our students and teachers, we will not entertain visitors to the classrooms unless they are educational service providers.

TALES will follow protocols set forth by CDC and Department of Public Health and Social Services (DPHSS) in the event anyone who has been on campus is suspected of having the virus or is confirmed to be positive for the virus.

We will prepare students to do distance learning and to work independently as possible during days they are not in school and in the event we experience another school closure.

Preparing to open:

1. Review information regarding COVID-19 from CDC and DPHSS Guidelines, GDOE COVID Handbook and information videos.
2. Prepare physical environment for social/physical distancing. Marking off offices, classrooms, and other common areas for 6 feet distance and traffic flow. Label each room and office with maximum number of people allowed that will ensure 6 feet distance. Declutter as much as possible to maximize space.
3. Mark hallways with 6 feet markers outside classrooms and traffic flow.
4. Prepare quarantine room for students/employees with COVID-19 symptoms.

School Arrival Procedure

Employee Arrival:

1. All faculty and staff will arrive at their designated time. Faculty and staff will wear masks or face coverings prior exiting their vehicles and entry into the school. CDC social/physical distance guidance will be practiced while proceeding from their vehicles to the entrance.
2. Initial preliminary health screening questions will be asked. Daily temperature checks will be completed thereafter with guidance to report any change in their preliminary health screening questions upon entry at the front gate.

Students Arrival:

1. All students will arrive by bus, private vehicle, or walkers. All buses and private vehicles will drop off students at the **front entrance canopy**. Private vehicle riders will remain in their vehicles until they reach the drop off point.
2. All students will wear masks or face coverings prior to exiting the buses or private vehicles. Walkers will wait at the sidewalk marked off for social/physical distancing and wait for direction to enter. Parents/guardians will remain in their vehicles. Parents/guardians walking with their children will remain outside the gate wearing their mask or face covering.
3. Upon entry, students will flow toward entrance stairs for temperature and COVID-19 screening then head toward their designated waiting area. Staff will be stationed along walkways to monitor that CDC social/physical distance guidelines at each class area are enforced.
4. Staff will direct student to cafeteria for breakfast following distancing guidelines.
 - a. Hand washing before breakfast
 - i. Rooms 1, 2, 5, 6, 7, 12, 15, 16, 17 wash hands in classroom before eating breakfast.
 - ii. Rooms 20, 21, 22, 23, 24, 25 wash hands in restroom or wash basin (if available) before eating breakfast.
 - b. After hand washing, students will proceed to breakfast based on scheduled order.
5. After eating breakfast, students will return to designated area outside their classroom.

COVID-19 Screening Guidelines:

1. All students, employees, and visitors will have temperature taking with forehead scanning thermometer.
 - a. 2 aides assigned to take temperature check of students exiting bus and cars.
 - b. Students with 99.0°F to 99.9°F will isolate in room 9A to be assessed by Nurse.
 - c. Students with 100.0°F or above will isolate in room 10 (Nurse office) to be assessed by nurse and sent home. Communicable disease protocols will be followed.
 - d. Employees or visitors with 100.0 °F or above will be informed of the temperature reading, advised on recommended medical care, and directed to leave campus immediately.

School Dismissal Procedure

Student Departure:

1. Parking lot will be closed for entry and vehicle movement by private vehicles at 2:15 p.m. to prepare for student dismissal. If you need to pick up your child between 2:15-2:40, contact the office to make arrangements.
2. Each teacher will escort students to the student pick-up waiting area, student walkers waiting area, and bus dismissal area following CDC social/physical distance guidelines.
3. Each teacher will follow their designated dismissal times to minimize hallway crowding.
4. Bus checker, student pick-up checker, and student walker checker will assist in monitoring that CDC social/physical distance guidelines are followed. Bus checkers will assist the bus drivers in monitoring bus capacity limits are not exceeded and siblings are kept together (identify groups to be loaded together to ensure families are together in the event of double backs).
5. **Parents/guardians picking up students will remain in their vehicles** and drive into the parking lot to the designated pick up point **after** buses leave. Students being picked up will be escorted to the vehicle and signed out.
6. Students walking home will be escorted out the gate after buses leave, maintaining CDC social/physical distance guidelines. Staff escorting walkers will direct traffic for the students' safe exit.

Faculty/Staff Departure:

1. Faculty/Staff will leave after buses have left to avoid traffic congestion in the hallways.
2. Faculty/Staff will wash their hands using soap and water prior to exiting the school or use hand sanitizer provided by the school.

Non-Instructional time/common areas Procedure

Rainy Day:

1. Identify holding areas during rainy days.
2. Staff will monitor student groups at the holding areas or in classroom while enforcing that the CDC social/physical guidelines are followed.

Lunch:

A. Students Lunch in Cafeteria when cleared by DPHSS:

1. Student lunch times are staggered by grade levels. Students will wash their hands with soap and water prior to and after eating lunch.
2. Students will proceed to the cafeteria during their designated lunch times. Students will enter the cafeteria (cap. 44 pax) following the traffic flow markers.
3. Students will remove their masks/face coverings using mask removal procedure when eating lunch. Students will put their mask/face covering back on after eating and will return their trays to the scullery following traffic flow markers and social/physical distance guidelines.
4. Cafeteria surfaces will be sanitized between services.

B. Student Lunch in the Classroom (Alternate if cafeteria is unavailable)

1. Staff or Sodexo will deliver meals to classroom. Designated staff will monitor students during lunch for teachers to take their lunch.
2. Student lunch times are staggered by grade levels. Students will wash their hands with soap and water prior to and after eating lunch.
3. Students will remove their masks/face coverings using mask removal procedure when eating lunch. Students will put their mask/face covering back on after eating and will dispose of their food and paper waste in designated waste containers following traffic flow and social/physical distance guidelines.
4. Staff will escort students to playground for rest of lunch period if weather permits or to classroom waiting area.

C. Faculty/Staff:

1. Faculty and staff will have designated staggered lunch times. Teachers may eat in their classrooms or the faculty/staff lounge, keeping to the maximum number of allowable persons in the room while following the CDC social/physical distance guidelines.
2. Faculty and staff will wash their hands prior to entering the faculty/staff lounge or if in their classrooms before and after eating lunch.
3. Faculty and staff will remove their masks/face coverings using mask removal procedures when eating lunch.
4. Faculty and staff will put their masks/face coverings back on after eating. Faculty and staff will clean and disinfect their eating area when done.

Playground:

1. Each staff will take their grade level students to assist with enforcing safety protocols for social/physical distancing to the extent possible. Students will be allowed to remove their masks/face covering while on the playground to avoid hypoxia.
2. Each staff will escort their grade level students at least 5 minutes before the end of lunch to wash their hands with soap and water. The staff member will escort the students to their classrooms to ensure they are following safety protocols and providing “mini-lessons” as reminders.

Restroom:

All users will adhere to CDC social/physical distance guidelines when entering the restrooms. Urinals/toilets/sinks will be marked for use or closure to ensure 6 feet distance is adhered to. All

users will wash their hands prior to exiting the restrooms using soap and water following proper handwashing guidelines. Signage will be posted as a reminder near sinks. Restroom surfaces will be disinfected every two hours or more often during high traffic times.

Water Fountains:

Regular water fountains will be closed for use. Students, faculty, and staff are encouraged to bring their own water bottles from home. However, the school will be working with GDOE to obtain bottle water filling stations to refill personal bottles.

Quarantine Room:

1. Any student or employee who is screened with symptoms related to COVID-19 will be brought to the quarantine room for further screening and monitoring.
2. The school nurse will provide further assessment and will initiate protocols for possible COVID-19 following the GDOE COVID-19 Handbook.

Library:

1. Classes will be scheduled by school librarian.
2. All patrons will use hand sanitizer upon entering and exiting the library.
3. All patrons will follow CDC social/physical distance guidelines keeping 6 feet apart from others, follow the flow of traffic in the library, and library use rules.
4. Tables, chairs, and other high contact surfaces will be sanitized between groups.

Classroom Procedure

Each classroom will have the maximum number of people allowed inside based on their physical space. Each classroom will mark off 36 square feet of space for each student with traffic flow markings to ensure that CDC social/physical distance guidelines are followed. At the beginning of the school year, students will be taught the CDC social/physical distancing procedures for keeping 6 feet distance, use of masks/face coverings, and hand washing procedures while in the classrooms, hallways, playgrounds, cafeterias, and other settings on and off campus.

Faculty/Staff:

1. All faculty and staff will wear their masks/face covering while in their classroom with periodic removal for a few minutes while outside of the classroom, maintaining 6-foot physical distancing.
2. They will wash their hands with soap and water prior to entering and upon exiting the classroom. If soap and water is not available, faculty and staff will use school supplied hand sanitizer. Faculty and staff will follow CDC social/physical guidelines and monitor that students are also following the guidelines.
3. Faculty will monitor student movement in the classrooms and grant permission for students to leave desks when needed such as for restroom use, sharpen pencil, throwing trash, etc.

Students:

1. All students will wear their masks/face covering while in their classrooms, with periodic removal for a few minutes while outside of the classroom and under the supervision and direction of the teacher.
2. Students will wash their hands with soap and water prior to entering and upon exiting the classroom. If soap and water is not available, students will use school supplied hand sanitizer. Students will follow CDC social/physical guidelines while in the classroom and follow markings for flow of traffic.
3. Students will not move furniture from their designated locations and will stay at their assigned desks. Students will get the teacher's permission to leave their desks at all times.

Models of Learning:

1. Home Learning: Online Instruction - Students will access curriculum and submit their work via the internet (email and/or online class). This is an all online option. Students will utilize Google Classroom to access lessons and send completed assignments to their teacher. A Talofofa Elementary teacher will be assigned to them to provide instructional support via video conference, phone calls, or conferences at school.
2. Home Learning: Hard Copy - Students will access curriculum by picking up learning packets and returning completed assignments to school regularly. Parents will pick up learning materials (worksheets and textbooks) from the school. All work will be done at home. Assignments will be submitted weekly or as requested by the teacher. A Talofofa Elementary teacher will be assigned to provide instructional support via phone calls or conference at school.
3. Traditional (Face-to-Face with Distance Learning): Students will physically attend classes during their assigned days with assignments provided and to be worked on during days while not physically in school. Students will be divided into three cohort groups. Each group will attend school once every third day for instruction. The other two days, students will complete home learning activities which were introduced during the face-to-face lessons. Support outside of the classroom may include video conference, phone calls, or conferences at school.

Student Office Visits

Nurse Office:

- A. Scheduled Visits
 1. Students who are scheduled for medicine or treatment.
- B. Unscheduled Visits (emergency level)
 1. Students whose injury or illness that will require nurse attention.
 - a. Head injury or other major injury such as swelling
 - b. Vomiting or diarrhea
 - c. Profuse bleeding
 - d. Student passed out

2. The teacher or staff will inform the nurse office to expect the student and nature of the injury/emergency. A staff will be contacted to escort the student. Do not use a peer helper with the student.

Non-Emergency injuries, requiring soap and water, band-aid, may be handled at the classroom.

Main Office:

1. Teachers will refrain from sending students to the office for non-emergency reasons.
2. If students are sent to the office, the teacher will contact the office to inform the office who is being sent down and what the nature of the emergency for coordination of services.
3. An office staff member will contact the teacher when a student is being sent back to class.

Counseling Office:

A. Scheduled Visits

1. The counselor will inform the teacher ahead of time when to send a student for a scheduled counseling visit.
2. The teacher will inform the counselor when the student is released for student monitoring.
3. The counselor will contact the teacher when student is returning back to class.

B. Unscheduled Visits

1. When a student is in need of emergency counseling services, the teacher will contact the counselor so the counselor will expect the student and close any service being delivered to another student at that time.
2. Teacher will send one student at a time to ensure social distancing in the hallway.
3. The counselor will contact the teacher when student is returning back to class.

Visitor Procedure

The school will minimize visitors on campus for the health and safety of students and employees. A visitor is defined as any individual who is not an employee assigned to TALES on a daily basis or not a registered student of the school.

1. The school will be open to visitors at the main office from 8:30 a.m. to 2:15 p.m. Visitors at other times, must call to schedule an appointment.
2. All visitors are required to wear a mask/face covering prior to exiting their vehicle and upon entry to the campus. All visitors will be asked health screening questions upon entry and a temperature screening will be conducted.
3. All visitors will follow CDC social/physical guidelines posted. Markers are placed on the ground to indicate the 6 feet distance requirement. No visitors will enter beyond the main office unless they are a GDOE employee providing service to the school, contractual employees for repairs or cleaning, and other educational service providers.
4. All school services will operate out of the main office such as student sign out during the day, attendance verification requests, registrations, withdrawals, etc. **Students being**

picked up between 8:30 a.m. to 2:15 p.m. will be escorted to the office to be released to the parent/guardian or identified individual on the student emergency card. Kindly call in advance for students being picked up. After 2:15 p.m., individuals will wait outside the gate until after buses leave at the end of the day to reduce congestion at the dismissal site.

5. Meetings with the principal or a teacher will be by appointments only. Visitors will be escorted to meeting areas.
6. Emergencies that require entry beyond the main office will be handled case by case.

Prevention Procedures

From Centers of Disease Control website <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html> on June 11, 2020.

The Novel Coronavirus 2019 or COVID-19 virus is thought to be spread from person to person between people who are in close contact with one another and through respiratory droplets when a person coughs, sneezes, or talks. The following are procedures to prevent the spread.

Hand Hygiene:

1. Wash your hands often with soap and water. If soap and water is not available, use a **hand sanitizer that contains at least 60% alcohol.**
 - a. Hand washing procedure:
 - i. **Wet** your hands with clean, running water, turn off the tap and apply soap.
 - ii. **Lather** your hands by rubbing them together with the soap. Lather the back of your hands, between your fingers, and under your nails.
 - iii. **Scrub** your hands for at least 20 seconds. To help with timing, sing the ABCs song (1x) or the Happy Birthday song (2x).
 - iv. **Rinse** your hands well under clean, running water.
 - v. **Dry** your hands using a single use paper towel. After drying your hands use the paper towel to turn off the faucet.
 - b. Key times to wash hands:
 - i. **Before, during, and after** preparing food.
 - ii. **Before and after** eating food.
 - iii. **Before and after** caring for someone who is sick especially with vomiting or diarrhea.
 - iv. **Before and after** treating a cut or wound.
 - v. **After** using the toilet/urinal.
 - vi. **After** changing diapers or cleaning up a young child who has used the toilet.
 - vii. **After** blowing your nose, coughing, or sneezing.
 - viii. **After** touching an animal, animal feed, or animal waste.
 - ix. **After** handling pet food or pet treats.
 - x. **After** touching garbage.
 - c. Hand sanitizer procedure:
 - i. Apply the gel product to palm of one hand (read the label for correct amount to use).
 - ii. Rub your hands together.

iii. Rub the gel all over all the surfaces of your hands and fingers until our hands are dry. This should take about 20 seconds.

2. Avoid touching your eyes, nose, and mouth with unwashed hands.

Social/Physical Distance:

1. Avoid close contact with people who are sick, even those in your home. Maintain at least 6 feet distance.
2. Put at least 6 feet distance between yourself and other people outside your home when in public.
 - a. Some people may not display symptoms but may have the virus.
 - b. Do not gather in groups.
 - c. Stay out of crowded places and avoid mass gatherings. (Follow Executive Orders for social gatherings).

Masks/Face Coverings:

1. Wear cloth face coverings or recommended disposable masks in public settings in addition to keeping 6 feet distance.
2. Masks/face covering procedures
 - a. Wash your hands before putting on your face covering.
 - b. Put it over nose and mouth and secure it under your chin.
 - c. Try to fit it snugly against the sides of your face.
 - d. Make sure you can breathe easily
3. Washing masks/cloth face coverings
 - a. Wash after each use.
 - b. Machine Washing
 - i. You can include your face covering with your regular laundry.
 - ii. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask/face covering.
 - iii. Dry mask/face covering after washing. In a dryer, use the highest heat setting and leave the dryer until completely dry. To air dry, leave flat and allow to completely dry. Try to place the mask/face covering in direct sunlight.
 - c. Hand Washing
 - i. Prepare a bleach solution by mixing 5 tablespoons (1/3 cup) household bleach per gallon of room temperature water or 4 teaspoons household bleach per quart of room temperature water. Check to ensure if the bleach is intended for disinfection and that it is not passed expiration date. Never mix household bleach with ammonia or any other cleanser.
 - ii. Soak the face covering in the bleach solution for 5 minutes.
 - iii. Rinse thoroughly with cool or room temperature water.
 - iv. Dry mask/face covering after washing. In a dryer, use the highest heat setting and leave the dryer until completely dry. To air dry, leave flat and allow to completely dry. Try to place the mask/face covering in direct sunlight.

Cover coughs and sneezes:

1. If you are in a private setting and do not have your mask/cloth face covering, remember to always cover your mouth and nose with a tissue when coughing or sneezing or use the inside of your elbow.
2. Throw tissues in the trash.
3. Immediately wash your hands with soap and water for at least 20 seconds (see hand washing procedure). If soap and water is not available, clean your hands using a hand sanitizer with at least 60% alcohol following hand sanitizer use procedures.

Clean and Disinfect:

1. Clean AND Disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
2. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
3. Then use, a household disinfectant. Use EPA-registered household disinfectant and follow recommended procedures.

Monitor your Health:

1. Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
2. Take your temperature if symptoms develop. Don't take your temperature within 30 minutes of exercising, after drinking warm liquids, or after taking medications that could lower your temperature.
3. Stay home and/or seek medical attention when sick.

Other guidance and protocols will follow the GDOE COVID-19 Handbook that will apply district wide to include protocols in the event a student or employee has tested positive for the virus.

COMMUNICATION

Communication is critical especially as the COVID-19 situation is continually changing as research in dealing with the virus is ongoing. The following tools will be used to communicate with our families:

Communication Tool	Purpose	How to access the tool
Talofof Elementary Phone	For emergencies or communication needing immediate attention.	789-1171/300-1640
Talofof Elementary Website	To provide updated information regarding educational operations, announcements, resources, and other contact information.	https://talofofelem.wixsite.com/talofof-elem-school
SwiftK12	To provide short announcements.	Requires updated contact information.
Guam Department of Education website	To provide district wide information affecting all schools.	www.gdoe.net
Student Planners	For parent and teacher communication regarding child's progress, needs, and announcements	Provided by the school
School email	To provide a contact source for parents/guardians and other stakeholders who may need individual issues and concerns addressed.	talofofelem@gmail.com
Other Tools	Other communication tools by individual teachers with their parents/guardians.	Teachers will give instructions for their applications.